



AUGUST 7, 2018

Re: 18RFP070918-DRR, FIRE STATION CONVERSION PROJECT

Dear Respondent(s):

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced 18RFP070918-DRR, FIRE STATION CONVERSION PROJECT.

Except as provided herein, all terms and conditions in the 18RFP070918-DRR referenced above remain unchanged and in full force and effect.

Sincerely,

Donald R. Riley

**Donald R. Riley, CPPB
Purchasing Specialist**

18RFP070918-DRR, FIRE STATION CONVERSION PROJECT
Addendum No. 1
Page Two

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

Attached hereto are responses to questions submitted about the above quotation document.

Except as provided herein, all terms and conditions in the bid referenced above remain unchanged and in full force and effect.

Failure to return a signed copy of this addendum could render your bid non-responsive.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Finance Department - Purchasing Division, City of Stockbridge, 4640 Henry Boulevard, Stockbridge, Georgia 30281 by the proposal due date and time **August 15, 2018 before 12:00 P.M. (NOON) E.S.T.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2018.

Legal Name of Bidder

Signature of Authorized Representative

Title

**QUESTIONS REGARDING 18RFP070918-DRR, FIRE STATION
CONVERSION PROJECT are clarified below:**

1. Our company is interested in submitting a response to the City of Stockbridge Fire Station Conversion Project. After reading through the RFP document, we noted that the suggested length of the response is 25 pages. Does this mean 25 pages in total or 25 pages front and back?
 - **Response:** The suggested length of the RFQ is 25 pages front and back
2. In Section 5, it is noted that project schedules will be developed and implemented with the assistance of the City Manager and his designee along with the Awarded Consultant. Does the City want a sample schedule included in the RFP response?
 - **Response:** The City would like to see a sample schedule included in the RFP
3. In Section 3, it is noted that deliverables may be requested at certain milestones, the proposer must utilize CADD, and drawing formatting is provided. Does the City want us to respond to any criteria in this section? There seems to be no requirements or qualifications stated that should be met...
 - **Response:** The City will ultimately be looking to have all design files submitted in CADD from the selected firm.
4. Does the City just want our hourly rates, or does a lump sum fee proposal need to be drafted?

Response: The City is looking for a lump sum fee proposal
5. We are preparing our financials for the Fire Station Conversion project and noted that there is a requirement for the past 2 years of Dun and Bradstreet reports. We have the past year's report, but not from 2 years ago. In order to obtain the report, it will cost \$470. Can this requirement be amended to state that the City needs only the past year's report?

Response: The City will allow all vendors to submit the past year's report along with the other financial requirements.
6. **Response:** There are no bonding requirements for this project; however, there are two (2) forms that requires completion for responsiveness 1). Business Identification Form and 2). Revised Cost Proposal Form.
7. **Response:** The Cost Proposal has been revised. See the attached page.

ATTACHMENT 1

BUSINESS IDENTIFICATION FORM (Your Letterhead)

Please answer all questions. Attach additional sheets as necessary.

1. _____
Name of the Bidder under which you do business:
2. _____
Permanent main office address:

City State Zip Code
3. _____
Phone No.: - Fax No.
4. _____
E-Mail Address
5. Type of organization: (Check all applicable)
____ Individually-Owned ____ Partnership ____ Corporation ____ Joint Venture
Non-profit ____ Private ____ Public ____ Minority Owned ____ Female-Owned
6. If a corporation, enter the date of incorporation and the state in which incorporated:
____ Date: State: _____
7. Identify number of employees: _____
8. Enter the number of years you have been in business under the present Bidder name: _____
9. Identify name, title and telephone no. of person(s) in your organization authorized to negotiate and bind the "RFP Bidder" to a contract.

Name Title Tel #

ATTACHMENT 2

**PROFESSIONAL DESIGN
SERVICES
FIRE STATION CONVERSION PROJECT
BID SUBMISSION FORM**
(Your Letterhead)

NAME OF PROPOSING FIRM: _____

MAILING ADDRESS OF PROPOSING FIRM: _____

CITY: _____

STATE: _____ ZIP+4: _____

TELEPHONE: _____

EMAIL: _____

FEE AMOUNT PROPOSED:

DESIGN/BUILD CONTRACTOR SERVICES FIRE STATION CONVERSION PROJECT	<u>Amount</u>
1. Design	
Total	

X _____
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM:

TYPED/PRINTED NAME OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM

DATE _____